CMS Net

Insurance Coverage

Table of Contents

Preface

Legend

In procedures on the following pages you will see various symbols used.

✓ The check mark indicates the result of an action.

➔ When a procedure is described, the arrow indicates a content note.

Insurance Coverage

Steps to Access Insurance Coverage

The Insurance Coverage Screen can be accessed either through the Eligibility Menu or through Event Tracking.

From the Eligibility Menu:

Step	Action
1	Start from the Eligibility Menu. ✓ The Patient Identification screen displays.
2	Identify and select the client.
3	Select the program period.
4	From the Eligibility Menu, select Insurance Coverage.
5	Press <Enter>.
6	✓ The Insurance Coverage screen displays.

From Event Tracking:

Step	Action
1	Start from the Event Tracking.
2	Select Insurance Coverage.
3	Press <Enter>. ✓ The Patient Identification screen displays.
3	Identify and select the client.
4	✓ The Insurance Coverage screen displays.

Insurance Coverage, Continued

**Insurance
Coverage
Screen**

The Insurance Coverage Screen holds the private insurance results from the
MEDS Inquiry once you have selected to save such information to CMS
Net. This screen also allows you to enter private insurance information
specific to a client. Once this client becomes "Active" this information is
sent to MEDS to be posted on the Health Insurance Segment (HIS) to assist
in post payment recovery and cost avoidance.

➔ Use the <Down Arrow> to move from field to field.

```
 CMSNET                          INSURANCE COVERAGE                   CMSELIG-61
--------------------------------------------------------------------------------
Pt Nm: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  CCS#: 9999999  CIN: 99999999X 9
Gender: X  DOB: 99/99/9999  Lgl Co: XXXXXXXXXX  REG=XXXXXXXX  MED=X  F/R=X
--------------------------------------------------------------------------------
Pgrm Begin Date 99/99/9999  End 99/99/9999   CCS Elig Status XXXXXXXXXXXXXXXXXXX


1 Carrier: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx+  CCode: XXXX      Type: xxxxxxxxx+
  St1: xxxxxxxxxxxxxxxxxxxxxxxxxxxx          Pol #: xxxxxxxxxxxxxxxxxxxxxxxxxxx
  St2: xxxxxxxxxxxxxxxxxxxxxxxx    Deductible: 999999     Max Benefit:   999999
  Cty: xxxxxxxxxxxxxxxxxxxxxxxx   St: XX    Start: 99/99/9999    Stop:99/99/9999
  Zip: 99999-9999 Ph #: 999-999-9999       Scope: xxxxxxxxxxxxxxx|
  Policy Holder Information:        Excluded Benefits xxxxxxxxxxxxxxx|
    Last                  First      M
  Nm: xxxxxxxxxxxxxxx        xxxxxxxxxx   x
  Phone #: 999-999-9999
  Relationship to Pol. Holder:xxxxxxxx+

  Comments: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
            Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
            Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

  Last Update By: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      Date: 99/99/9999
```

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and internal use only.

Insurance Coverage, Continued

Insurance Coverage Field Descriptions

The following table provides a brief description of the data displayed on the Insurance Coverage screen.

Field Name	Description
(Header)	**Display only** System displays the standard patient header.
Pgrm Begin Date	**Display only** Program begin date. System displays this date from the Pending Eligibility screen.
End	**Display only** Program end date. System displays this date from the Pending Eligibility screen.
CCS Elig Status	**Display only** System displays the client's CCS eligibility status.
Carrier	**Required** Carrier name. ***When insurance information is either retrieved from HIS or sent to HIS from CMS Net, updates to the Carrier field will not be allowed.*** However, you can add new insurance information and select an insurance carrier from the pick list. If you cannot find the insurance carrier in the pick list, contact the CMS Net Help Desk.
CCode	**Display only** Carrier code. System displays the code associated with the insurance carrier.
Type	**Optional** Type of Insurance Coverage. Select from pick list. 　　　　EPO 　　　　HMO 　　　　PPO 　　　　Indemnity 　　　　Other
St1	**Display only** Health Insurance Carrier Street 1 Address. System displays the first line of the street address associated with the health insurance carrier.
Pol #	**Required** Health insurance policy number. Enter policy number.
St2	**Display only** Health Insurance Carrier Street 2 Address. System displays the second line of the street address associated with the health insurance carrier.

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Insurance Coverage, Continued

Field Name	Description
Deductible	**Optional** Enter the dollar amount. No commas, periods, or $ signs allowed.
Max Benefit	**Optional** Maximum Benefits Amount. Enter the dollar amount. No commas, periods, or $ signs allowed.
Cty	**Display only** Health Insurance Carrier City. System displays the city associated with the health insurance carrier.
St	**Display only** Health Insurance Carrier State. System displays the state associated with the health insurance carrier.
Start	**Optional** Policy start date. Enter the start date for the insurance policy coverage. MM/DD/YYYY, MMDDYYYY, or MM-DD-YYYY
Stop	**Optional** Policy stop date. Enter the ending date for the insurance policy coverage. MM/DD/YYYY, MMDDYYYY, or MM-DD-YYYY
Zip	**Display only** Health insurance carrier zip. System displays the zip code associated with the health insurance carrier.
Ph #	**Display only** Health insurance carrier phone number. System displays the phone number associated with the health insurance carrier.

Scope	**Optional** Scope of coverage.
	 Select the scope of coverage (you can select more than one) for the insurance policy from the pick list:
	     Dental
	     Hospital Inpatient
	     Long Term Care
	     Medical & Allied Services
	     Hospital Outpatient
	     Prescription Drugs
	     Vision Care

Insurance Coverage, Continued

Field Name	Description
Excluded Benefits	**Optional** Select the benefit (you can select more than one) that is not covered by the insurance from the pick list 　　　Brace Repair 　　　Braces 　　　Dental 　　　Glasses Repair 　　　Hearing Accessories 　　　Hearing Aids 　　　Orthodontics 　　　Other 　　　Shoes
Last Nm	**Required** Policy Holder Last Name. Enter the policy holder's last name (alphanumeric).
First Nm	**Required** Policy Holder First Name. Enter the policy holder's first name.
M	**Optional** Policy Holder's Middle Initial. Enter the policy holder's middle initial.
Phone #	**Optional** Policy Holder's Phone Number. Enter the policy holder's phone number. Acceptable formats include: • 1111111111 • (111)111-1111 • 111-111-1111 • 111.111.1111
Relationship to Pol. Holder	**Optional** Relationship to Policy Holder. Select from pick list: 　　　Dependent 　　　Other 　　　Self 　　　Spouse
Comments	**Optional** Enter comments.
Last Update By	**Display only** System displays the last user's name who modified any data.
Date	**Display only** System displays the date of the last change.

Insurance Coverage, Continued

Carrier not found in pick list

If the insurance carrier is not found in the pick list, contact the CMS Net Help Desk.

Insurance Records with the same start and end dates are not allowed

The following message appears when you attempt to enter an insurance carrier that already exists for a client with the same carrier name, policy start date, and policy stop date.

```
Insurance Carrier Plan record already exists in CMS Net,
duplicates are not allowed
(?) Press Enter
```

Policy Start Date Cannot Be Greater than MEDS Future Pending Month

The Start Date on the CMS Net Insurance Coverage Screen cannot be greater than MEDS Future Pending Month. MEDS future pending month is the MEDS current month + 2 months.

Policy Stop Date Cannot Be Greater than MEDS Future Pending Month

The Stop Date on the CMS Net Insurance Coverage Screen cannot be greater than MEDS Future Pending Month. MEDS future pending month is the MEDS current month + 2 months.

Insurance Coverage, Continued

Confirmation Message When You Add Insurance records with the Same Carrier Name

CMS Net will provide a confirmation message when you *ADD* a new record with the same carrier name but whose start date or stop date differs.

```
Insurance Carrier Plan records exist,
but may have different Start/Stop dates.
Do you want to update?
(?) NO
( ) YES
```

- ✓ If you type "Y," then CMS Net will save the insurance information.

- ✓ If you type "N," then the insurance information that you entered will be discarded.

Insurance Coverage, Continued

Action Menu Commands   The Insurance Coverage Action Menu has three selections:

Command	Action
Save	Save will: Save data on the screen. If the case is "Active" or "Transfer Active" the carrier added will be sent to MEDS to be posted to Health Insurance Segment (HIS) for post payment recovery and/or cost avoidance. The user is taken to the Branch Menu after saving.
Cancel	Cancel will: Return the user to either the Eligibility Menu or Event Tracking depending on how the user entered the Insurance Coverage Screen. The system will NOT save any changes.
Quit	Quit will: Remove the Action Menu and return to the Insurance Coverage screen.

Step	Action
1	Enter the appropriate option.
2	Press <Enter>.

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Insurance Coverage, Continued

Insurance Coverage Branch Menus

The system will send the user to the Insurance Coverage Branch Menu when Save is selected:

When the user accesses the Insurance Coverage screen from Eligibility, the following Insurance Coverage Branch Menu is displayed after the system saves Insurance Coverage information:

```
(?)   Narrative for Insurance Coverage
( )   Mail Message for Insurance Coverage
( )   Eligibility Menu
```

When the user accesses the Insurance Coverage screen from Event Tracking, the following Insurance Coverage Branch Menu is displayed after the system saves Insurance Coverage information:

```
(?)   Narrative for Insurance Coverage
( )   Mail Message for Insurance Coverage
( )   Event Tracking
```

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Notes

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